

5 JUL 1994

## CHAPTER 3

ALL RISK CATEGORY AA&E

0300 GENERAL. This chapter prescribes protection standards which apply to arms as well as to ammunition and explosives. Chapters 4 and 5 further prescribe standards which apply particularly to each of these two groupings.

## 0301 PLANNING

a. Plan the most effective use of security resources and compliance with reference (d). Tailor planning to local security needs. Consider:

- (1) Threat assessment furnished by local NCIS office;
- (2) Types of AA&E maintained;
- (3) Location, size, and vulnerability of storage facilities;
- (4) Vulnerability of AA&E to theft or loss, including theft by employees;
- (5) Geographic location;
- (6) Availability and responsiveness of a security force; and
- (7) Availability or existence of security aids such as perimeter barriers, security lighting, communications, key and lock controls, structurally secure storage buildings, personnel and vehicular entry control, administrative inspections at entry/exit points, security training programs, Intrusion Detection Systems (IDS), and Closed Circuit Television (CCTV).

b. Prepare contingency plans which provide for increased physical security measures for AA&E storage areas during periods of special vulnerability such as natural disasters, natural emergencies, or periods of increased terrorist or criminal threat.

c. Coordinate with adjacent installations or units; federal, state, and local agencies; and similar host country agencies to exchange intelligence, information on security measures being employed, contingency plans, and any other information to enhance local security.

d. Note that barriers and locks are merely delay devices, and will not prevent unauthorized entry unless supported by means to detect and quickly react to an attempted intrusion. The

Enclosure (1)

02 JUN 1999

security force must be alerted to attempted intrusions as early as possible and should be capable of responding before access to the AA&E has been gained.

e. Store AA&E in inner areas of an installation. This may require inventory, segregation, and restowage by risk categories. Security protection requirements must be based on the highest category of AA&E present.

#### 0302 INTRUSION DETECTION SYSTEMS

a. Before acquiring any electronic security system the appropriate command listed below must approve the proposed project.

For Navy sites:

Chief of Naval Operations (N09N3)  
716 Sicard Street SE  
Washington, DC 20388-5380

For Marine Corps sites:

Commandant of the Marine Corps  
Headquarters, U.S. Marine Corps  
(POS-10)  
2 Navy Annex  
Washington, DC 20380-1775

b. Site approval must be obtained as detailed in NAVFACINST 11010.44E, Shore Facilities Planning Manual (NOTAL).

R) c. Normally, approval is accomplished through base electronics system engineering plans (BESEPs) developed by Space and Naval Systems Command (SPAWAR), Charleston and submitted to the authority listed above. SPAWAR will coordinate purchase and installation of IDS for AA&E sites, ensuring:

(1) The system meets technical specifications for electronic systems at Navy and Marine Corps units ashore and afloat;

(2) Sufficient spare parts to support routine maintenance and repair of the proposed system are readily available either commercially or in the federal supply system;

(3) Adequate technical documentation is available to support system troubleshooting, maintenance, modification, and operation; and

(4) Preventive maintenance system servicing schedules are provided to the responsible command.

5 JUL 1994

d. IDS must include an alarm control center where alarms annunciate and from which a response force can be dispatched (local alarms - alarm bells located only at the protected location - are not acceptable).

e. Where an IDS is used in civilian communities (e.g., reserve centers) arrangements must be made to connect alarms to civil police headquarters, private security companies, or a central station monitoring service from which immediate response can be directed in case of unauthorized entry.

f. A daily log will be maintained of all alarms, including the nature of the alarm (e.g., intrusion system failure or nuisance alarm) the date and time the alarm was received, location, and response made. Logs must be maintained for a minimum of 90 days and will be reviewed to identify and correct IDS reliability problems.

g. Sensors, signal transmission wire, and related equipment must be protected from tampering. This protection may be provided by the sensors themselves, electronic line supervision, and equipment boxes with tamper alarms. Electronic line supervision will entail a polling or multiplexing system or equivalent which will detect cutting, shorting, tampering, splicing, or substitution of signal. Visible transmission lines must be inspected periodically. If line supervision is unavailable, then two independent means of alarm signal transmission to the monitoring location must be provided.

h. The command must ensure trustworthy personnel are used to install, inspect, and maintain IDS and that access to schematics which show types and locations of key components of IDS systems is restricted.

i. IDS may be maintained by military, civil service, or contractor personnel, including personnel employed by the IDS vendor. Maintenance personnel should not be given unescorted entry to AA&E spaces unless they have been screened in accordance with paragraph 0206 of this instruction.

j. A protected, backup, independent power source of at least 4 hours minimum duration will be provided.

k. To provide for controlled entry by authorized personnel, telephone communication between an alarm control center and alarmed zones should be considered as an adjunct to the IDS.

l. NISE East develops installation, calibration, and maintenance specifications. IDS systems will be tested upon installation and quarterly thereafter by base/station personnel.

(1) Tests should include "walk" testing of each volumetric sensor as well as testing point sensors and duress switches. Keep records of IDS tests for 1 year; they must

5 JUL 1993

contain the dates of the tests, names of persons performing the tests, results, and any action taken to correct malfunctions or deficiencies. IDS testing must include temporary interruption of AC power to ensure proper automatic transfer to backup battery power, correct functioning on battery power, audible and visual annunciation of the transfer, and correct transfer back to AC power.

(2) Perform periodic unannounced openings of facilities to set off an alarm so that alarm monitor and response force reactions and procedures can be exercised and evaluated. Frequency and procedures of tests are at the discretion of the security officer.

m. An Anti-Intrusion Barrier (AIB) will be installed as an IDS component on all Risk Category I and II ammunition and explosives storage facility active doors equipped with high security padlocks and hasps. An AIB should also be installed on armory active doors if the AIB is compatible with the door and locking system. Installation of AIBs for Marine Corps armories and magazines will be approved by CMC (POS-10).

n. Military, civil service, or contractor personnel may be assigned as central control station alarm monitors. They may be armed at the discretion of the commanding officer, except for Marine Corps monitoring personnel, who must be armed.

0303 SECURITY FORCES. Surveillance by guards or other personnel must ensure protection in conjunction with other physical security measures.

a. Entry and exit points into magazines and holding areas where vehicles, rail cars, or aircraft with missiles, rockets, ammunition, or explosives are parked must be controlled by guards or working party personnel. When working party personnel are not present or IDS or Closed Circuit Television (CCTV) are not used, security patrols must physically inspect each aircraft, rail car, or vehicle at a frequency based on the highest risk category of AA&E present and the threat (see appendix F).

b. A security guard or patrol will periodically check facilities and areas storing AA&E, as prescribed in this chapter and appendix F. Checks will be increased if dictated by threat and vulnerability analysis. Conduct checks on an irregular basis to avoid establishing a predictable pattern.

c. Inspections and guard checks will be increased during hours of darkness, weekends, and holidays to provide deterrence and early detection of loss.

d. Guard checks will be recorded and will consist of a physical check of the facility, including all doors and windows. Locks will be physically checked and attempts made to open doors. Maintain records of the checks for at least 90 days.

02 JUN 1999.

e. There will be written guard procedures and they will be reviewed at least semiannually and revised as necessary to emphasize intelligent placement of guard posts at AA&E storage areas and orientation of guards concerning their duties.

f. Security patrols may be conducted by military, civil service, or contractor personnel, U.S. Marshall's Service, state, local, or campus law enforcement authorities as appropriate.

g. An armed response force will be capable of responding within 15 minutes of an alarm to AA&E storage areas to prevent penetration. Personnel patrolling Reserve Officer Training Corps or Naval Reserve units need not be armed if they have means to immediately summon assistance.

h. Procedures covering emergencies, command notification requirements, and routine patrol requirements will be kept at security posts. Review them monthly and update as necessary.

i. Drill and evaluate the security force in their response to threats to AA&E storage areas at least semiannually. Record the date, time, and results of security force drills, including deficiencies and corrective action taken, and maintain for at least 1 year.

j. The security force will be trained and qualified as delineated in reference (d) or MCO 3574.2H (reference (e)), as applicable, with the small arms they carry. Such training will be documented in each person's training record. Further, they will know response priorities by structure for key areas and critical AA&E.

(R

k. The security force will be trained in the use of deadly force under SECNAVINST 5500.29A (Use of Force by Personnel Engaged in Law Enforcement and Security Duties, reference (f)) or MCO 5500.6F, reference (g), as applicable. A statement acknowledging receipt of such training will be signed by each security force member and filed in each person's training record.

(R

l. Essential security and duty personnel will have a duress system to call for assistance. Use code words or gestures with common language or motions and change frequently to preclude discovery.

m. Duty supervisors will periodically inspect all security posts, spaces, and patrols.

n. Security force personnel will be trained in surveillance techniques, response techniques, communication, effective patrolling, and performance of security checks. All training and qualifications will be documented in personnel training records.

02 JUN 1999

o. Before persons are assigned AA&E security-related duties, whether full time or collateral, they will be screened as delineated in the PERSONNEL paragraph in chapter 2.

p. Security forces will be provided with two-way radio communication as well as a back-up means of communication.

0304 SECURITY LIGHTING. Security lighting sufficient to allow observation of people (nominally 0.2 foot candles) will be provided at exterior doors of all storage rooms and structures containing arms or Category I or II A&E. Emergency lighting and standby power are not required, but should be considered when threat and vulnerability warrant. Light switches must not be accessible to unauthorized persons.

0305 READY FOR ISSUE (RFI) AA&E STORAGE. Arms and ammunition may be stored together only for security personnel or response personnel (the minimum necessary for the mission). Security force RFI AA&E storage areas are not required to have a high security locking device, an AIB, or meet construction standards provided the following conditions are met:

a. Armed guards or watchstanders with communication equipment to summon assistance are within sight of the area(s) at all times;

b. The guard or watchstanders' other duties, such as monitoring alarms, must not interfere;

c. Storage areas are inventoried at each change of watch or whenever the container is opened; and

d. Access to the area is limited.

#### 0306 LOCKS

A) a. Entry doors to armories and magazines must be secured with high security locking devices (see appendix G). Interior doorways may use GSA-approved Class 5 or 8 vault doors. Keyed-alike locks may be used on rifle racks if the armory and the rifle racks meet the requirements of chapter 4.

b. Facilities in which aircraft or vehicles are stored with ammunition aboard will be secured with a high security lock, or equivalent compensatory measures must be applied.

c. Doors not normally used for entry must be secured from the inside with locking bars, dead bolts, or padlocks. Panic hardware, when required, will be installed so as to prevent opening the door by drilling a hole and/or fishing from the outside. Panic hardware must meet safety, fire, and building codes and be approved by the Underwriters Laboratory or, when applicable, meet host country requirements.

5 JUL 1994

d. Padlocks must be locked to the staple or hasp to preclude theft, loss, or substitution of the lock when an area or container is open.

e. Naval Surface Warfare Center Division (NAVSURFWARCENDIV), Crane, IN will issue, repair, and replace cylinders, locks, and keys for high and medium security locks. Damaged or malfunctioning locks and requests for cylinder and key replacement will be sent by registered mail to Commanding Officer, Naval Surface Warfare Center Division, Crane, Indiana 47522-5010 (Code 3025).

f. Replacement or reserve locks, cores, and keys must be secured to preclude accessibility to unauthorized individuals.

g. Locks and/or lock cores should be rotated annually to allow preventive maintenance.

h. The S&G model 6804 and LaGard model 2233 changeable key-operated lock are authorized for use on response/security force lockers.

i. Approved cable seal locks are one-time use, serialized, throwaway locks which meet the federal specification listed below. Seals referred to in this instruction must be serially numbered, tamperproof, and safeguarded when stored. The serial number of a seal will be shown on the GBL. Cable seal locks are authorized in lieu of padlocks for use on railcars, trucks, trailers, crates, and other shipping containers wherever "locked and sealed" security is specified. Cable seal locks provide both the "lock" and the "seal," therefore no additional locks are required. Several cable seal locks meet the federal specification; four are presented below. Further information may be obtained on the locks from: Brammall, Inc., P.O. Box 208, Angola, IN 46703 (telephone 800-348-4777); or E.J. Brooks Company, P.O. Box 7070, 164 North 13th Street, Newark, NJ 07101 (telephone 800-458-7325).

Meeting Federal Specification FF-S-2738, 12 May 90:

- . E.J. Brooks Rod-Loc (NSN 5340-00-084-1570)
- . Brammal Cone-Loc
  - Complete assembly, part no. 153-121
  - Flag wire only, part no. 153-117
  - Cone locking body only, part no. 153-116
- . 12" Brammall Cable Loc Seal, part no. 137-101
- . 14" Brammall Cable Loc Seal, part no. 137-102

j. The Naval Facilities Engineering Services Center (NFESC) is the DOD Locks, Safes, Vaults, Seals, and Containers Program Technical Manager. Questions about any of these items may be directed to NFESC, ESC 66, Port Hueneme, CA 93043-1212. Telephone is DSN 551-1212/commercial (805) 982-1212.

**5 JUL 1994**

## 0307 KEYS

a. Appoint in writing a key and lock custodian whose duties include assuring proper custody and handling of AA&E keys and locks. He/she may have responsibility for all locks and keys or just those to AA&E spaces.

b. Keys will not be left unattended or unsecured at any time. When not attended or in use - that is, in the physical possession of authorized personnel - keys will be secured in containers which provide protection commensurate with that for the materials to which the keys allow access. Protection will be at least that required for storage of confidential information as set forth in reference (c). To that end, keys to Category I and II AA&E will be stored in a Class 5 General Services Administration (GSA)-approved security container or equivalent. Keys to Category III and IV AA&E will be secured in at least a locker constructed of 20-gauge steel, located inside a secure area, and secured with a GSA-approved, changeable combination padlock (FF-P-110).

c. Maintain keys to AA&E and IDS(s) separately from other keys and accessible only to those individuals whose official duties require access to them. Keep a current roster of those individuals within the unit or activity, protected from public view.

d. Master keying of locks protecting AA&E spaces is prohibited.

e. When arms and ammunition are stored near one another, keys to those storage areas may be maintained together. Keep the number of keys to a minimum.

f. For afloat commands, keys to ammunition and explosives spaces must be kept on separate welded or brazed rings from rings with keys to weapons storage spaces. The purpose is to prevent theft or loss of one key ring which could provide access to both weapons and ammunition. RFI AA&E lockers for response forces are exempt from this requirement.

g. In the event of lost, misplaced, or stolen keys, the affected locks or cores to locks must be replaced immediately. Secure replacement or reserve locks, cylinders, and keys to prevent unauthorized access to them.

h. Inventory keys and locks semiannually and retain inventory records for 1 year.

i. Maintain a key control register to ensure continuous administrative accountability for keys. Such registers will contain the signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, signature of the person issuing the key,



02 JUN 1999

date and hour key was returned, and the signature of the individual receiving the returned key. Retain completed registers for at least 18 months after the last entry.

j. When individuals, such as duty officers, are charged with the responsibility for safeguarding or otherwise having keys immediately available, they may sign for a sealed container of keys when the unbroken seal is evidence that the keys have not been disturbed. In afloat commands, they may sign for key rings as long as the weld has not been broken; however, the number of keys on the ring must be verified.

k. Keys to armories, racks, containers, or magazines may not be removed from the installation or ship except to provide for protected storage elsewhere. Unauthorized possession of keys, key blanks, keyways, or locks adopted by a DoD component to protect AA&E is a criminal offense punishable by fine or imprisonment of up to 10 years or both (United States Code, Section 1386 of Title 10).

0308 RESTRICTED AREA POSTING. Areas where Risk Category AA&E are stored must be designated and posted as restricted areas. See reference (d) for more specifics.

0309 SECURITY SURVEYS. Activities will conduct AA&E security surveys every 12 months (6 months for ships) and maintain records of the 3 most recent surveys for review during assistance visits, command inspections and Explosive Safety Inspections. As a minimum, the survey will include:

(A)

a. Reviewing status of any corrective action taken on security deficiencies noted during previous surveys, assistance visits, or command inspections;

b. Reviewing guard orders, security force procedures, and AA&E security regulations to ensure all changes have been entered and documents are current;

c. Ensuring waivers and exceptions for AA&E security have been requested where appropriate, and copies of approved current waivers and exceptions are on file;

d. Ensuring Missing, Lost, Stolen, and Recovered (MLSR) AA&E has been reported following this instruction and SECNAVINST 5500.4G or MCO 4340.1A (references (h) or (i)), as applicable;

(R)

e. Comparing a random selection of AA&E inventory records with the designated magazine storage locations of those items; and

f. Comparing a random selection of AA&E items with the listed inventory quantities.